

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**TEMPORARY SECURITY GUARD (PS100686)**

**DEPARTMENT: SANGAREE SPECIAL TAX DISTRICT**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Patrols facilities and grounds owned and operated by Sangaree Special Tax District and Berkeley County within Tax District boundaries. Patrols assigned sites on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors, security lighting and unauthorized persons. May direct persons in a calm, respectful manner that causes a disturbance to leave County property. Observes and reports incidents or suspicious activity to appropriate management, life/safety personnel or law enforcement authorities as appropriate for the circumstances. Assists law enforcement, if requested or needed. Write reports of daily activities and observations. Performs other related duties as assigned.

**QUALIFICATIONS:**

H.S. graduation or equivalent, and one year related security officer or law enforcement experience required. Driving experience in a security guard position preferred.

Valid driver's license for South Carolina. Must have safe driving record. Position will utilize County Vehicle only for patrol of designated areas within the Sangaree Special Tax District.

Ability to maintain professional composure when dealing with unusual circumstances. Ability to write logs and reports. Good interpersonal skills, with the ability to interact effectively at various social levels and across diverse cultures.

Ability to work flexible hours from afternoons/evenings through midnight, including some weekends as needed.

Ability to read and understand written and oral instructions with regard to safety measures.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

***This position is classified as a non-exempt temporary position. Generally, this position will be 8-24 hours per week with additional hours routinely available on weekends.*** Scheduled hours/days, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee may occasionally lift and/or move up to thirty (30) pounds. Specific vision abilities required by this job in both daylight and by artificial light in evenings, include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

***Qualified employees of Berkeley County Government will be given priority consideration for position vacancies.*** Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov).

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

Security Guard (Temporary Position)  
Entry Level Hourly Rate of Pay: \$9.00-\$10.00

Date of Posting: 05/09/2012  
Closing Date: Subject to being closed at any time

***THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED. APPLICATIONS WILL NOT BE ACCEPTED ONCE POSITION IS CLOSED. POSITIONS ARE SUBJECT TO BEING CLOSED AT ANY TIME.***